

Meeting Minutes, 2/21/07

Committee for Citizen Involvement

CCI Members Present: Chairman Basil Christopher, Rex Caffall, Sue Carver, Stacie Yost, Cecilia K. Nguyen, Bev Froude

CCI Members Absent: Brian Kelly, Rick Parker

Staff Present: Marissa Daniels, Duane Roberts, Liz Newton, Beth St. Amand

1. Welcome and Introductions

Committee Chair Basil Christopher called the meeting to order at 7:00 PM.

2. Approval of Minutes

Basil asked committee members to forward any November meeting minute emendations directly to Duane. *[None received]*

3. Neighborhood Program Update: Webpage Design Options

Liz introduced this item. She showed slides of a mock or sample neighborhood webpage of the kind that will be used in the Neighborhood Program. The basic format of the webpage can be customized to taste. City-produced content will be available, but the extent of its use will be optional. The technology will be user friendly. Volunteers will do the postings. The webmaster could be a student. The pages may include an on-line or interactive feature.

Basil commented that each webpage should list the chair's contact information along with City staff contact information in regard to development applications affecting the neighborhood. Bev noted that webpage space for neighborhood-specific news is important. Liz mentioned that other content ideas include a photo-gallery featuring, for example, a "nice" yard or a neighborhood event as well as links to fire district and city webpages.

Basil clarified that each neighborhood webpage would have access to the same format and information, such as crime and city maps, but could have a different layout or look. He asked if the various Neighborhood webpages would be tied to the City server. Liz indicated that they would not be so tied. One reason for this decoupling is that it will allow each neighborhood group to manage and make changes to its own webpage.

Rex asked about hackers and inappropriate content. Liz responded that Nancy Lof would be assigned to monitor the webpages for this and other problems.

Liz went on to comment that next year would see design changes to the City webpage. New features may be introduced. The timing would be sometime after the startup of the neighborhood webpages.

Liz's ideas for neighborhood page ground rules include no commercial advertising, or advertising for profit. City produced content will be available. But the neighborhood organizations will not be obligated to use any or all of it. Parameter will be set on the blog feature. City will control but not filter the blog comments. Liz will handle setup of the pages. She will look into working with the school district to do the work of set-up and management. The CCI's role in all of this will be to critique the content of the webpages.

Rollout of the pilot program is set for this year, followed by full scale implementation of the city-wide, 12-area program by the end of 2007. The testing out of the program will take place in three neighborhoods of Metzger, Summer Lake, and South Tigard.

Bev asked if any of the pilot neighborhoods were meeting now. Liz indicated that none were doing so. The needed computer technology has been a holdup. Bev asked what the neighborhood webpages might include besides the land use notices. Liz answered that they could include information on the proposed neighborhood grant program, picnic activities, and National Night Out, to cite a few examples.

Rex asked when the first neighborhood would go live. Liz responded that all three would go on-line in April. Volunteers still need to be recruited to manage the webpages. Filters will screen the use of inappropriate words. The pilot program will assist in working out bugs in the homepages and in developing effective community building activities. The pilot program will be an opportunity for trying out and testing program ideas.

Stacie asked how the needed volunteers would be recruited or found. One idea was a big neighborhood party, promoted by the distribution of notice cards to area residents.

Liz asked the group to email her with any questions or ideas.

4. Comprehensive Plan Update

Beth discussed the comprehensive plan development process, with an emphasis on the public involvement portion. She passed around a copy of the completed Tigard 2007, comprehensive plan resource document. This volume deals with state and regional requirements, and contains inventory and map information. Copies are available on-line, at the library, and for purchase in the form of a CD or paper copy. Marissa and Doreen handled the layout, editing, and formatting. The sections will be converted into fact sheets for the public involvement phase. The next step is the development of goals, policies, and action measures. She noted a need to add information on the plans that have been developed for the Downtown, Triangle, and Washington Square areas.

The private consulting firm Cogan, Owens, and Cogan has been hired to review and augment the Comprehensive Plan public involvement program. Kirsten Green of the firm will be the project manager. The outreach effort will build on the work of the Visioning Task Force. An attempt will be made to involve the whole community.

Presently, the consultants are working on the project logo and critiquing the public involvement program. Once this structure is in place, outreach will begin. They will also provide suggestions for policies and goals for citizen involvement. The City branding work already completed will be folded into this work effort. Public involvement handouts are due by spring. They will include handouts tailored to particular interest groups. Two city-wide open houses are planned. April is the target date for the first one.

Basil noted that local citizens need to at least understand what the comp plan represents, even if they don't have input. Bev stated that the consultants need to explain how it relates to people's everyday lives.

Beth mentioned the heavy work load imposed on the Planning Commission as the group officially managing the development of the comprehensive plan. This load has taken its toll in terms of recent Planning Commission turnover. She also brought up the topic of youth and minority outreach and of efforts to engage these citizens. Basil commented on the housing and economy elements as benefiting from youth and minority group input. He mentioned multicultural resource centers, churches and non-profits as groups to contact in undertaking outreach activities.

Beth pointed to the Riverkeepers and churches as potential contacts. Churches have not been involved in previous local governmental outreach efforts because of the tradition of church-state separation. Utility billings and Cityscape mailing are print opportunities to get the word out. Bev mentioned the need to address the annexation issue.

Marissa will compile a list of groups to be contacted. Basil asked for a copy of the completed list. *[This subsequently was mailed to Basil, as requested].*

Basil asked about the deadline for public input. Beth responded that the public comment periods have not been set as yet. The public involvement process will include the laying out of specific comment periods for different sections of the plan. These periods will be well publicized.

Basil asked Beth to advise Nancy, the City's current webmaster, to view Beaverton's webpage, which he believes is well-designed. *(Nancy was so informed).*

Rex introduced the idea of having individual CCI members attend a Planning Commission and other boards and committee meetings to improve the CCI's understanding of the activities of these groups and better mesh with them.

5. Drug Awareness Workshop Debriefing

Chairman Basil Christopher, Bev, Stacie, Sue and Duane all attended the Drug Awareness Workshop. All committee members agreed it was a great program with excellent presentations.

Bev was disappointed the event was not promoted. Duane counted 24 people in attendance including CCI members. Duane asked Jim Wolf, the City's Public Information Officer, how the event was advertised. Wolf reported there were small posters at the Library and City Hall announcing the event. In addition, the event was listed in the Tigard Times, Oregonian, December Cityscape Newsletter, and Tigard-Tualatin parent newsletters.

Stacie relayed a story. She shared that her daughter had been sick the day the newsletter was sent home. Knowing the event was coming up, Stacie was able to get the details from a neighbor who had kept the newsletter. Stacie had tried looking on the City's website to get information about the event but found it was not listed.

Bev was surprised when she arrived at the library because there was no sign in the lobby about the event. She said, from her experience in attending past events at the library, there are usually huge posters placed on easels in the lobby to advertise events. Basil wants to ensure that in the future there is a poster in the Library to advertise events as they take place.

Cecilia noticed the parking lot was extremely full the same night the Drug Awareness Workshop was held. This was due in part to a Library Board meeting and Library sponsored activity taking place the same night. Basil noted the need for coordination to ensure there are not too many events happening at once.

Cecilia committed to asking Margaret Barnes, the library director, about the possibility of a permanent board in the library to advertise community events. Cecilia suggested this could be something non-obtrusive right outside the Community Room door, perhaps a board with sliding letters. Duane mentioned his previous experience with the library, noting that they encourage all signs to be taken down directly after any event.

Stacie noticed the door to the Community Room was locked during the workshop. Once the meeting started and the doors were shut, no one could come in late. She even witnessed someone getting locked out after going to the restroom.

Duane said the library has the capability to make public address announcements to library patrons. He'd noticed this at the Multicultural Festival, and felt this was a great way to draw in more people.

Overall, Bev felt it was a good workshop, with lots of relevant information. Rex asked if the Police Department would be willing to stage the event again. Basil suggested the need for more promotion next time. Duane thought, in the future, the committee and staff could volunteer to help publicize the event. Basil recommended that a list of who to contact be developed and given to the Police Department; Duane felt it better to offer assistance instead.

Bev felt this event was relevant to the entire community, not just parents of school-aged children. Perhaps next time more advertising could be done in order to reach a broader audience.

Bev believed a handout listing all of the drugs would have been helpful in engaging the audience in the presentations.

Basil suggested, and the committee agreed, to continue the discussion at the next meeting.

6. Joint Meeting with Council Debriefing

Basil, Bev, Rex, and Duane attended the annual joint meeting with City Council. Duane put together an annual report for the committee. Duane felt there was lots of informed dialogue at the joint meeting. Council particularly took an interest in Trish's idea to hold a community open house/ volunteer fair. The Council suggested this event be held during Family Week. All CCI members in attendance thought Council gave good feedback and had lots of suggestions for the open house.

One of the Councils goals is to be more involved in boards and committees. As a result, each board and committee has been assigned a Council liaison. The liaison appointed to the CCI is the Mayor. He was unable to attend this meeting, but will try to attend the next meeting and periodically after that.

Bev explained they were also able to talk to Council about communication with City residents.

7. Other Business / Announcements / Next Agenda

Duane took a moment to recognize two awards recently won by the City. The first award was for the City website, which is among the best in the nation for cities with a population under 50,000. This recognition came from the International Civic Engagements organization. The second award was the inclusion of Tigard in a list of the best 100 communities for young people. He was unaware of the criteria for selection.

In other news, the committee recently lost two members. Kelly Jean Johnson, the representative from the Parks and Recreation Board, recently bought a condo in Beaverton and is no longer a resident of Tigard. Bill Scheideric also resigned recently. He is an attorney for the City of Beaverton and has been indefinitely assigned to Beaverton Planning Commission meetings, which are held the same night as CCI meetings.

Basil used the computer to pull up the City of Beaverton Website. He clicked on the Community tab, then on the neighborhoods link to show the CCI what the Beaverton neighborhood program looks like online. He noted the website is very easy to navigate. Events are listed separately for each neighborhood and, in general, the website was full of lots of good information. Listed on this website were links to crime statistics, the Farmers Market, and the community movie program: Flicks by the Fountain. He encouraged committee members to check it out when they have time.

Bev reported she had spoken to Councilor Gretchen Buehner, who is interested in sending a representative from Tigard to the CPO meetings. Bev called Pat Opdyke the CPO Coordinator, but was unable to reach her. Beaverton sends a representative to the CPO meetings and at this time Tigard does not. Bev believes it is time to get rid of the hard feelings brought about by the annexation issue. She said people who live in unincorporated areas primarily attend these meetings, but the issues discussed at the meetings directly affect Tigard. For example, decisions about the Sheriffs Department and the county jail will have an impact on Tigard. Bev would like to invite Pat to discuss the CPO program and meeting schedule. She hoped this could be a future agenda item.

For the next meeting there were many options for agenda items:

- Beth and the public involvement consultant for the Comprehensive Plan update,
- Liz and an update on the neighborhood program,
- Flush out the Volunteer Fair idea,
- Continuation of the drug awareness program discussion,
- Invite an Oregonian reporter,
- Discuss Committee bylaws,
- Invite the CPO representative, and
- Invite Nancy Lof, the new Graphic designer/Communications person for the City.

Basil considered the possibility of an extended two hour meeting to fit everything in. Beth will check with the consultant and find out how much time is needed at the next meeting to discuss Comprehensive Plan public involvement. The Group decided to let Basil use his discretion as to the amount of time necessary for the meeting.

Bev felt that the Comprehensive Plan is a top priority, so the meeting should be scheduled to allow for any additional time the consultant may need. In order to avoid inviting someone to the meeting and not having enough time for discussion, Bev suggested the committee brainstorm questions for the Oregonian representative and then invite her to attend the following meeting in April.

Basil asked Marissa to forward her list of community events and organizations to him. She explained that it is a working list but she would be more than happy to do so upon its completion.

Bev mentioned that the Tigard Times was once owned by a man who lives on Bull Mountain and is active in community affairs. She suggested contacting him about his interest in getting involved with the CCI.

Meeting adjourned by Chairman Basil Christopher at 8:45 PM.

Endeavors